

## **The USCC Internship & Fellowship Program**

### ***The U.S.-China Economic and Security Review Commission***

The U.S.-China Economic and Security Review Commission is a bipartisan, legislative branch Commission created by Congress in October 2000. The Commission is mandated to investigate and report annually to Congress on the national security implications of the trade and economic relationship between the United States and the People's Republic of China. The Commission focuses its work on the following topics: China's proliferation practices; the qualitative and quantitative nature of economic transfers of U.S. production activities to China; the effect of China's development on world energy supplies; the access to and use of U.S. capital markets by China; China's regional economic and security impact; U.S.-China bilateral programs and agreements; China's compliance with its accession agreement to the World Trade Organization; and the implications of China's restrictions on freedom of expression.. In fulfilling its Congressional mandate, the Commission holds public hearings, conducts extensive in-house research, and sponsors independent studies on relevant topics.

The Commission is seeking interns and research fellows to assist with the Commission's work for Congress. Candidates may apply for one of three following positions: **Administrative Intern**, **Research Intern**, and **Research Fellow**.

Administrative Interns assist the administrative staff with office operations and administrative duties. Research Interns and Research Fellows assist the Commission's analytical staff with research and substantive work on U.S.-China policy.

Research interns and fellows may not use their Commission work for non-Commission purposes. They may not use their Commission title for interviews, writings, or speaking engagements outside of the Commission. Interns and fellows may not represent themselves as speaking for the Commission or representing Commission views.

### **Application Deadlines for Administrative Interns, Research Interns, and Research Fellows:**

- 2010 Fall semester – August 31, 2010
  - Fall internship program begins in September and ends in December.
- 2011 Spring semester – November 5, 2010
  - Spring internship program begins in January and ends in May.

### ***USCC Administrative Interns***

The Commission is seeking undergraduate-level interns to assist the administrative staff in the day-to-day operations of the Commission. Interns will engage in a wide array of activities, including preparations for hearings and meetings as well as providing administrative and operational assistance to Commissioners and USCC staff members in

such areas as budget and accounting, personnel management, procurement and acquisition, travel management, website management, records management, and editing and formatting hearing transcripts, reports, and official correspondence.

Candidates should be college sophomores, juniors, or seniors in good standing, and must be U.S. citizens or permanent residents (holding a valid Green Card) with legal authorization to live and work in the United States. Candidates should have an interest in office or business management. Candidates should demonstrate strong organizational and writing skills, excellent communication skills, proficiency in word or data processing, and be willing to undertake a variety of operational and administrative tasks.

Administrative interns will be expected to work full-time during the summer, or part-time during an academic semester. Interns not receiving academic credit for their work may qualify for a stipend.

### ***USCC Research Interns***

The Commission is seeking undergraduate-level interns to assist the analytical staff with research, analysis, editing, and other tasks. Research interns will play a key role in the preparations for public hearings and meetings, and in preparing materials for those meetings. Interns also support the Commission's analytical staff by attending meetings, drafting memos, and responding to research requests.

Candidates should be college juniors or seniors in good standing or recent graduates, and must be U.S. citizens or permanent residents (holding a valid Green Card) with legal authorization to live and work in the United States. Candidates should have an interest in U.S.-China relations, strong research and writing skills, proficiency in word processing, and the ability to work as a team player. Mandarin Chinese language skills are strongly preferred but not required.

Research interns will be expected to work full-time during the summer, or part-time during an academic semester. Interns not receiving academic credit for their work may qualify for a stipend.

### ***USCC Research Fellows***

The Commission is seeking graduate-level research fellows to assist the analytical staff with research, analysis, and editing. Research fellows support in-house research at the Commission and the preparation of substantive materials to brief Commissioners in advance of Commission public hearings. Fellows may be asked to conduct original research in support of the Commission's objectives, and will play a key role in the collection and analysis of materials for the Commission's hearings and reports.

Candidates should be currently pursuing graduate studies in international relations, political science, law, business, or other fields related to U.S.-China relations, and should be in good standing with their academic institutions. Candidates must be U.S. citizens or permanent residents (holding a valid Green Card) with legal authorization to live and work in the United States. Candidates should have academic or work experience in fields

related to China or East Asia, and should demonstrate a keen interest in developing expertise on economic or security issues addressed by the Commission. Candidates should possess strong research and writing skills, proficiency in word and data processing, and the ability to work on independent projects or as a member of a team. Mandarin Chinese language skills are strongly preferred but not required.

Research fellows will be expected to work full-time during the summer, or part-time during an academic semester. Fellows not receiving academic credit for their work may qualify for a stipend.

### **Applying for a USCC Internship or Fellowship**

Click on the links below to access the applications and application instructions for USCC internships and fellowships:

#### [USCC Administrative Internship Application and Instructions](#)

*For inquiries regarding **Administrative Internships** at the Commission, please contact Kathleen J. Michels, Associate Director at (202) 624-1409, [kmichels@uscc.gov](mailto:kmichels@uscc.gov) or Christopher P. Fioravante at (202) 624-1455, [cfioravante@uscc.gov](mailto:cfioravante@uscc.gov).*

#### [USCC Research Internship Application and Instructions](#)

#### [USCC Research Fellow Application and Instructions](#)

*For inquiries regarding **Research Internships or Fellowships** at the Commission, please contact Katherine Koleski, Research Intern-Fellow Program Manager at (202) 624-1493 or [internships@uscc.gov](mailto:internships@uscc.gov).*